

City of Newton



Ruthanne Fuller  
Mayor

## ASSESSMENT ADMINISTRATION

James Shaughnessy, Director  
Allan Cohen, Assessor  
Brian Davis, Assessor  
Padraig Doyle, Associate Assessor

Telephone  
(617) 796-1160  
Telefax  
(617) 796-1179  
For Telecommunication Relay  
Service Dial 711  
Email: [assessing@newtonma.gov](mailto:assessing@newtonma.gov)

Property Owner:

Property Address:

Parcel ID:

Re: Calendar Year 2023 property information  
for Fiscal Year 2025 property assessments

Date of Mailing: Spring 2024

Dear Property Owner:

The Board of Assessors is requesting INCOME AND EXPENSE information on COMMERCIAL, INDUSTRIAL, and APARTMENT (residential) properties to help us determine equitable values for assessment purposes as required by Massachusetts' Department of Revenue, Bureau of Local Assessment, G.L. c. 59, § 38D to be applied in the upcoming fiscal year, Fiscal Year 2024.

This request is for rental income and operating expense information relative to the operation of real estate and not the business use with the real estate. Please return your forms to Newton Assessing Department, 1000 Commonwealth Ave, Newton, MA 02459 or by email to [assessing@newtonma.gov](mailto:assessing@newtonma.gov).

All information supplied is confidential and protected from public disclosure.

When determining income producing property values, the Board must weigh financial as well as physical attributes. By completing and returning the enclosed form, you help ensure the development of a sound basis to estimate the Income Approach to value, one of the primary approaches to determining assessments. Your information is part of the market rental income and expense levels for commercial and industrial properties and apartments. As noted, per State Law, all information listed on the forms is not available to the public for inspection. [[CH 59 §52B](#)]

While it is in the best interest of property owners to contribute to the establishment of fair assessments, Massachusetts Law also requires such disclosure:

### [Section 38D of Chapter 59](#)

#### *Written Return of Information to Determine Valuation of Real Property*

A board of assessors may request the owner or lessee of any real property to make a written return under oath within sixty days containing such information as may reasonably be required by it to determine the actual fair cash valuation of such property.

Failure of an owner or lessee of real property to comply with such request within 60 days after it has been made by the board of assessors shall be automatic grounds for dismissal of a filing at the appellate tax board. **(Reply by May 24, 2024.)** The appellate tax board and the county commissioners shall not grant extensions for the purposes of extending the filing requirements unless the applicant was unable to comply with such request for reasons beyond his control or unless he attempted to comply in good faith. If any owner or lessee of real property in a return made under this section makes any statement which he knows to be false in a material particular, such false statement shall bar him from any statutory appeal under this chapter.

If an owner or lessee of Class one, residential (e.g., apartment) property fails to submit the information within the time and in the form prescribed, the owner may be assessed an additional penalty for the next ensuing tax year in the amount of \$50 but only if the board of assessors informed the owner or lessee that failure to submit such information would result in the penalty.

If an owner or lessee of Class three, commercial or Class four, industrial property fails to submit the information within the time and in the form prescribed, the owner or lessee may be assessed an additional penalty for the next ensuing tax year in the amount of \$250 but only if the board of assessors informed the owner or lessee that failure to so submit such information would result in the penalty.

Please note: Massachusetts General Law provides that failure to respond timely and accurately to this information request within sixty (60) days of the mailing date shall cause you to lose your right to appeal your assessment.

You may return information by mail to the Board of Assessors, 1000 Commonwealth Ave, Newton, MA 02459 or by email to [assessing@newtonma.gov](mailto:assessing@newtonma.gov).

The Board of Assessors thanks you for your cooperation.

Allan Cohen, Commercial Assessor

**Please return this page and the two following pages. Email is encouraged.  
You may provide your data in a format that is like the template provided.**

Property Owner's Acknowledgement: I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Mixed-Use Property Income & Operating Expenses for Calendar Year 2023

Assessing Parcel ID:				Property Address:			
Residential Unit Type	No. of Units	Room Counts		Monthly & Annual Rent		Lease Term	Includes the following:
	Total	Rooms	Bathrooms	Per Apt	Total	Has Lease or Tenant at Will	W: Water & Sewer Heat: Oil/Gas/Elec E: Electricity Other: Explain
Studio							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4 Bedroom							
Other Rentable Units (Furnished Units)							
Unit Reserved for Owner/Manager/Janitor							
SUBTOTAL							
Garage Parking Space							
Outdoor Parking Space							
Other Income (Specify)							
TOTAL							

Commercial Leases				Lease Terms				
Floor Level	Tenant Name	Type of Space	Area - SF	Rent per SF or Rent per Month on Jan. 1st	Annual Rent	Start Date Month/Year	End Date Month/Year	Basis Gross, Net, NNN

Copy and attach additional pages as needed. Excel files, Quick Books and other formats are accepted.

## Mixed-Use Property Income & Operating Expenses for Calendar Year 2023

Parcel ID:	Property Address:
Primary Property Use: Office: ___ Retail ___ Industrial ___ Mixed Use ___ Other ___      OWNER OCCUPIED ___ %	
Gross Building Area (SF)	Net Leasable Area (SF)
General Condition of Property	Recent Renovations and Repairs Needed

INCOME - 2023		EXPENSES – 2022 continued	
Total Potential Rental Income	\$	11. Security, Alarms, Inspections	\$
Vacancy and Collection Losses	\$	12. Repairs	\$
Operating Expense Reimbursements Paid by Tenant (excluding real estate taxes)	\$	13. Service Contracts	\$
Total Collected Income	\$	14. Supplies	\$
EXPENSES – 2023		15. Snow Removal	\$
1. Property Insurance	\$	16. Landscaping	\$
2. Management Fees	\$	17. Trash Removal	\$
3. Admin Fees, Office Supplies & Overhead		18. Pest Control/Exterminator	\$
4. Common Area & Building Maintenance	\$	19. Commissions/Leasing Fees	\$
5. Water & Sewer Charges	\$	20. Professional & Legal Fees	\$
6. Storm Water Charges	\$	21. Reserves for Replacement	\$
7. Building Heat, Fuel Type _____	\$	22. Other Repairs & Expenses	\$
8. Hot Water, Fuel Type _		23. Total Operating Expenses Add lines 1 to 22	\$
9. Electricity (paid by owner)_____	\$	24. Capital Improvements	\$
10. Other Utilities (paid by owner)	\$	25. Real Estate Taxes	\$
Additional Information			

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name/Title \_\_\_\_\_ Email \_\_\_\_\_

Copy and attach additional pages as needed. Excel files, Quick Books and other formats are accepted.